

## PERSON SPECIFICATION

<b>Job title:</b>	Administration Assistant
<b>Location:</b>	Weymouth
<b>Reports to:</b>	Office Manager

CRITERIA	EVIDENCE (See Key)
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### EDUCATION AND PROFESSIONAL QUALIFICATIONS

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|---------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Essential</b>                                                                                                                |       |
| 1. A minimum of 4 GCSEs or equivalent, 2 of which must be Mathematics and English, or equivalent ability evidenced from testing | 1 & 2 |
| <b>Desirable</b>                                                                                                                |       |
| 2. ECDL or equivalent IT or typing/word processing qualification                                                                | 1 & 2 |
| 3. Relevant qualification in Customer Service or Administration                                                                 | 1 & 2 |

### KNOWLEDGE

- |                                                                                                                       |       |
|-----------------------------------------------------------------------------------------------------------------------|-------|
| <b>Essential</b>                                                                                                      |       |
| 4. Good understanding of basic office practices                                                                       | 1 & 3 |
| 5. Good understanding of IT and computerised systems (including working knowledge of Word, Excel, email and internet) | 1 & 3 |
| <b>Desirable</b>                                                                                                      |       |
| 6. Understanding of the financial services industry                                                                   | 1 & 3 |

### EXPERIENCE

- |                                                                                                                                                            |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Essential</b>                                                                                                                                           |          |
| 7. Relevant transferrable experience of an administration role, using computerised systems, including some data inputting, emailing and using the internet | 1 & 3    |
| <b>Desirable</b>                                                                                                                                           |          |
| 8. Previous experience of working in the financial services industry                                                                                       | 1, 3 & 4 |
| 9. Previous experience in a customer facing role                                                                                                           | 1, 3 & 4 |
| 10. Previous experience of working in a team                                                                                                               | 1, 3 & 4 |

### KEY SKILLS

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|-----------------------------------------------------------------|-------|
| <b>Essential</b>                                                |       |
| 11. IT skills including accurate keyboard skills                | 1 & 3 |
| 12. Good interpersonal skills                                   | 1 & 3 |
| 13. Good written and oral communication skills                  | 1 & 3 |
| 14. Ability to handle conflicting priorities                    | 1 & 3 |
| 15. Ability to apply confidentiality to all information handled | 1 & 3 |

#### Evidence method of criteria

1. Application form   2. Sight of certificates   3. Interview   4. References

**Desirable**

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|--------------------------------------------------------------------------|---|
| 16. Ability to present documentation in a clear and understandable style | 3 |
| 17. Ability to assimilate information rapidly                            | 3 |
| 18. Ability to work independently with minimum supervision               | 3 |

**OTHER FACTORS****Essential**

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|-------------------------------------------------------|-------|
| 19. To be flexible with an adaptable approach to work | 1 & 3 |
| 20. To undertake training as required                 | 1 & 3 |

*Date prepared: May 2013*

*Date reviewed: January 2023*

**Evidence method of criteria**

1. Application form   2. Sight of certificates   3. Interview   4. References